



**CITY OF NORFOLK
PLANNING COMMISSION**

**DEPARTMENT OF PLANNING & COMMUNITY
DEVELOPMENT**

5TH FLOOR, ROOM 508
810 UNION STREET
NORFOLK, VA 23510
(757) 664-4752
(757) 664-1569 (FAX)
WWW.NORFOLK.GOV/PLANNING

Special Exception Application for Nonstandard Lots



Application Procedures

Special Exception Application for Nonstandard Lots

1. A pre-application meeting is strongly recommended. To arrange for an appointment, please call 664-4752.
2. The following materials will be required for a complete Special Exception application:
 - A buildable lot letter from the Department of Planning and Community Development
 - A survey depicting the footprint of the proposed house
 - Preliminary architectural elevations of the proposed house
 - A completed Special Exception application form
3. Staff will review the above materials, and if sufficient, the applicant shall submit the required materials to the Norfolk Design Center, located at 111 Granby Street, for review of the architectural elevations of the home. Please contact the Design Center at 664-6784 to schedule an appointment.
4. Upon approval of the architectural elevations, the Norfolk Design Center will provide the applicant with a letter indicating that the design is acceptable.
5. The complete Special Exception Application, including the letter from the Norfolk Design Center, shall be submitted to the Department of Planning and Community Development.
6. Also included with the application is a check payable to Treasurer, City of Norfolk, for \$265.00.
7. Staff will perform a final review of the application to determine completeness.
8. Applicant to contact appropriate Civic League **prior to public hearing**. Applicant must provide staff written documentation of the outcome of that meeting/discussion prior to the public hearing.
9. Staff will post legal notice of application request and photograph subject property.
10. The Planning Commission will visit the site on the 2nd Wednesday of the month (it is not necessary for the applicant to be present).
11. Applicant **must** attend public hearing:
 - ▶ Where: City Hall Building
11th Floor, Council Chambers
 - ▶ Time: 2:30 p.m.
12. During the Commission's hearing:
 - ▶ Applicant must register to speak
 - ▶ Staff will present application and recommendation
 - ▶ Applicant/representative may make a presentation
 - ▶ Proponents may speak
 - ▶ Opponents may speak
 - ▶ Rebuttal
13. The Planning Commission will make a recommendation on the application at their hearing which will be forwarded to City Council.
14. The applicant may contact staff 2 weeks after the hearing to obtain a tentative Council date (the City Manager's Office establishes the contents of Council's agenda).

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT ZONING SERVICES

5TH FLOOR, ROOM 508
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**City of
Norfolk**

**Application For Public Hearing
SPECIAL EXCEPTION FOR NONSTANDARD LOTS**

Date of application: _____

Name of applicant: (Last) _____ (MI) _____ (First) _____

Mailing address of applicant (Street/P.O. Box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone number of applicant () _____ Fax number () _____

DESCRIPTION OF PROPERTY

1. Property location: (Street Number) _____ (Street Name) _____

Lot number(s) _____ Block Number _____ Zoned _____ Subdivision _____

Legal Description _____

Existing Use of Property _____

Proposed Use _____

Trade Name of Business (If applicable) _____

2. Name of property owner: (Last) _____ (MI) _____ (First) _____

Mailing address of property owner (Street/P.O. box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone number of owner () _____ Fax number () _____

CIVIC LEAGUE INFORMATION

Civic League contact: _____

Date(s) contacted: _____

Ward/Super Ward information: _____

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

810 Union Street, Room 508

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

Nonstandard Lots Special Exception

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REQUIRED ATTACHMENTS:

- ✓ Check for \$265.00 made payable to: Norfolk City Treasurer.
 - ✓ 2 8½x14 copies of a survey or site plan drawn to scale showing all existing and proposed building structures, driveways, parking, landscaping, property lines (*see attached example).
 - ✓ Architectural elevations
 - ✓ Copy of buildable lot letter
 - ✓ Copy of approval letter from Norfolk Design Center
-

CERTIFICATION:

I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

SIGNED:

		/ /
Print	Sign	Date
(Property owner or authorized agent signature)		

SIGNED:

		/ /
Print	Sign	Date
(Applicant signature)		

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